

## CHECKLIST FOR IMPROVING YOUR USE OF A COMPUTER SPELL-CHECKER

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- Keep a dictionary available to use in checking the definitions of terms. Do not rely on the spell-checker to tell you the correct spelling of a word. Oftentimes, the alternative spellings are not useful.
- Create a personal dictionary within your word processing program. Proper names, technical terms you use frequently, and other words that may not be included in the computer dictionary can be added. Make sure the words you add, though, are spelled correctly!
- Most spell-checkers will not find words that are used in the wrong context. If the words are spelled correctly, the computer checker will ignore them.  
*I told them the dog was over **their**. **Its** my belief that time heals all wounds.*